

# Warren County Board of Supervisors

Committee: **SUPPORT SERVICES**

Date: **August 30, 2006**

## Committee Members Present:

Supervisors      Sheehan  
                         Monroe  
                         Mason  
                         Gabriels  
                         Kenny  
                         VanNess  
                         Girard

## Others Present:

Francis X. O'Keefe, Treasurer  
Robert Lynch, Deputy Treasurer  
Julie Pacyna, Purchasing Agent  
Herb Levin, Director of Weights & Measures  
Judith Harris, County Auditor  
Board of Elections:  
    MaryBeth Casey, Commissioner,  
    William Montfort, Commissioner  
Paul Dusek, County Attorney  
Joan Parsons, Commissioner of Administrative  
    & Fiscal Services  
JoAnn McKinstry, Confidential Secretary  
Joan Sady, Clerk of the Board  
Debra L. Schreiber, Legislative Office Specialist

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Mr. Sheehan called the meeting to order at 1:38 a.m.

Motion was made by Mr. VanNess, seconded by Mr. Girard, and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Francis X. O'Keefe, County Treasurer, who distributed copies of his proposed 2007 budget, a copy of which is on file with the minutes.

Mr. O'Keefe reviewed the proposed 2007 County Treasurer budget (A.1325). According to the 2007 budget proposal, under Personal Services (.1's), he requested \$609,635 compared to the 2006 appropriation of \$561,858, an increase of approximately \$47,000. Referring to the .2's, Equipment, he said he asked for \$4,350 in 2007, a decrease of \$1,650 from 2006. Under the .4's, Contractual, he requested \$18,426,505, compared to a 2006 appropriation of \$115,200, an increase of 18,311,305 from 2006. Mr. O'Keefe explained the increase in contractual expenses reflected the requirement to account for the sales tax within the budget according to the gap in accounting procedures.

Turning to page 2 of the budget, Mr. O'Keefe briefly summarized the various requests of the General Fund. In particular, he noted the Debt Service allocation of \$75,430 was bonded by the County but funded by ACC (Adirondack Community College). On page 3, he noted an increase of \$11,000 under Contract of the .4 Contractual Expenses because the County was mandated to pay actuary fees. Mr. O'Keefe stated the total 2007 County Treasurer proposed budget was \$740,490.

Mr. O'Keefe further apprised the committee many of the employees within his department had taken on additional duties and responsibilities and he said he felt they should be fairly compensated.

Motion was made by Mr. Kenny and seconded by Mr. VanNess to approve the 2007 County Treasurer's Budget.

In response to Mr. Gabriel's question, Mr. O'Keefe stated the overtime costs associated with his department was approximately 2½% or \$9,200, attributable to the new payroll/accounting system. After receipt of the annual audit, he anticipated scheduling a tobacco meeting to discuss how to utilize those funds.

After discussion, Mr. Sheehan called the question and the motion was carried unanimously to approve the Treasurer's Budget, authorize the Chairman to sign it and forward same to the Budget Officer.

Mr. O'Keefe and Mr. Lynch exited the meeting.

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Privilege of the floor was extended to Julie Pacyna, Purchasing Agent, who distributed copies of her proposed 2007 budget, a copy of same is on file with the minutes.

After the committee briefly reviewed the Purchasing Department Budget (A.1345), Mrs. Pacyna explained she requested \$105,664, compared to the 2006 appropriation of \$105,914, a decrease of \$250. However, she noted the .1's for Personal Services would be less than \$95,009 due to her decision not to fill the part-time Purchasing Assistant position. Instead, she recommended increasing the salaries of the Purchasing and Deputy Purchasing Agents approximately 6% but 50% less than the part-time salary of the Purchasing Assistant. By eliminating the third person within her department, Mrs. Pacyna estimated her .1's to be \$88,000.

Referring to the .4's on the Budget Summary Sheet, Mrs. Pacyna stated it was her desire to purchase a copier. Currently, she said, they utilized the Board of Supervisors copier or their fax machine. After researching various State quotes, she advised she could purchase a printer/scanner/fax/copier for less than \$2,000 with a maintenance contract of \$26/month.

Motion was made by Mr. VanNess and seconded by Mr. Kenny to approve the 2007 Purchasing (A.1345) Budget.

In response to a question by Mr. Mason, Mrs. Pacyna apprised her office was functioning without a Second Deputy Purchasing Agent as well as meeting the revenues derived from

the eBay sales. Mrs. Parsons added the only reason she held the title was to approve purchase orders in the absence of the Purchasing Agent but between the two employees, the office was adequately covered.

After discussion, Mr. Sheehan called the question and the motion was carried unanimously to approve the 2007 Purchasing Budget, authorize the Chairman to sign it and forward same on to the Budget Officer.

Mrs. Pacyna exited the meeting.

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Privilege of the floor was extended to Herb Levin, Director of Weights and Measures, who distributed copies of his 2007 proposed Weights & Measures budget (A.6610), a copy of same is on file with the minutes.

Mr. Levin commenced by thanking the committee for approving the request to purchase a new vehicle. He briefly summarized the proposed 2007 budget decreased to \$47,045, from a 2006 appropriation of \$62,742, a difference of \$15,697. However, he said he requested an increase in salary from \$37,080 to \$45,960, which was comparable to other County Weight & Measures Directors. Over the past year, he stated he had assumed added responsibilities both within and outside his department. Mr. Levin indicated he had tested some paper at the request of the Purchasing Department as well as various fuel pumps within the County. He apprised the fuel pumps were previously tested by an independent contractor at an additional expense to the County.

Mr. Levin announced new legislation had passed amending the Agriculture and Markets Law relating to item pricing. He explained this particular law established a requirement that retailers disclose the selling price of retail items and/or charge the correct price at the checkout. He anticipated putting forth a great deal of effort into enforcing that law as that responsibility had been assigned to the Weights and Measures Department and the County would derive increased revenue from the civil penalties assessed. As a result of this new legislation, he related he increased the 2007 estimated revenues to \$8,500, a \$2,000 increase from the 2006 revenue of \$6,500.

Motion was made by Mr. Monroe, seconded by Mr. Girard and carried unanimously to approve the 2007 Weights & Measures Budget, authorize the chairman to sign it and forward same to the Budget Officer.

Mr. Levin exited the meeting.

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Privilege of the floor was extended to Judith Harris, County Auditor, who distributed copies of her 2007 proposed Auditor's budget (A.1320), a copy of same is on file with the minutes.

Mrs. Harris announced she would like the committee to appoint her Senior Account Clerk to Deputy County Auditor with no stipend, for the purpose of having signing authority in the absence of the County Auditor.

Motion was made by Mr. VanNess, seconded by Mr. Kenny and carried unanimously approving the request to promote the Senior Account Clerk to Deputy County Auditor and refer same to the Personnel Committee. A copy of the resolution request form is on file with the minutes.

Referring to the 2007 County Auditor budget (A.1320), Mrs. Harris requested \$119,189, compared to the 2006 appropriation of \$118,319, an increase of \$870. She indicated she had adjusted some of the .4's; however, she requested it was her desire to replace their eight year old copier with a new one.

Motion was made by Mr. Mason, seconded by Mr. Gabriels and carried unanimously to approve the 2007 County Auditor budget, authorize the Chairman to sign it, and forward same to the Budget Officer.

Mrs. Harris exited the meeting.

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JoAnn McKinstry, Confidential Secretary to the Commissioner of Administrative & Fiscal Services, distributed copies of the 2007 proposed budgets for Administrative & Fiscal Services (A.1011), Mail Room (A.1670), Central Storeroom (A.1660) and Printshop (A.1671), copies of same are on file with the minutes.

Privilege of the floor was extended to Joan Parsons, Commissioner of Administrative & Fiscal Services, who referred the committee to the Mail Room budget. She explained the only increase in the budget was pursuant to union contract but would request a brief executive session to discuss a contractual matter.

Motion was made by Mr. VanNess, seconded by Mr. Monroe and carried unanimously to approve the 2007 Mail Room budget, authorize the Chairman to sign it, and forward same to the Budget Officer.

With respect to the Central Storeroom, Mrs. Parsons reiterated the only increase was the budgeted amount for salary pursuant to the union contract.

Motion was made by Mr. Mason, seconded by Mr. Gabriels and carried unanimously to approve the 2007 Storeroom budget, authorize the Chairman to sign it, and forward same to the Budget Officer.

Mrs. Parsons said she included the budget performance reports for 2005 through August of 2006 so members of the committee could ascertain how the departments were running.

Regarding the Print Shop, Mrs. Parsons stated there were no significant changes; however, there was a slight increase in the contractual items that related to the maintenance agreement associated with this department.

Motion was made by Mr. VanNess and seconded by Mr. Monroe approving the 2007 Print Shop budget.

Mr. Monroe asked if the sole employee within that department needed additional assistance and Mrs. Parsons replied she would discuss that in Executive Session.

After discussion, Mr. Sheehan called the question and the motion was carried unanimously approving the 2007 Print Shop budget, authorize the Chairman to sign it, and forward same to the Budget Officer.

Continuing on with the Administrative & Fiscal Services budget, Mrs. Parsons explained the increase in Personal Services were reflected on the Salary Schedule. She stated her salary as well as the salary of JoAnn McKinstry, Confidential Secretary, were listed under the .1's. In discussions with Joan Sady, Clerk of the Board, she said they tried to accurately itemize the expenditures within the department rather than just take it out of the Board of Supervisors budget. With respect to the .2's, she requested additional funds for computer equipment. She further added that due to the changes within the administrators, she estimated a possible shortfall in the .1's and anticipated requesting the difference sometime soon.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously approving the 2007 Administrative & Fiscal Services budget, authorize the Chairman to sign it and forward same to the Budget Officer.

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Privilege of the floor was extended to Joan Sady, Clerk of the Board, who distributed copies of her 2007 proposed Legislative Board and Clerk of the Legislative Board budgets, A.1010 and A.1040 respectively, copies of same are on file with the minutes.

According to the 2007 Legislative Board budget proposal, Mrs. Sady requested \$843,597 compared to the 2006 appropriation of \$873,423, a decrease of \$29,826. She explained the Personal Services would remain the same for 2007 and the .2's, Equipment, decreased to \$1,500 in 2007 from \$2,000 in 2006. With respect to the .4's, she stated there was a budget amendment in 2006 in the amount for \$50,000 for the outdoor drama feasibility study.

Motion was made by Mr. Girard, seconded by Mr. VanNess and carried unanimously approving the 2007 Legislative Board budget, authorize the Chairman to sign it and forward same to the Budget Officer.

Continuing on with the Clerk of the Legislative Board, Mrs. Sady requested a 2007 department request of \$351,525 compared to the 2006 appropriation of \$281,713, an increase of \$68,812. She asked for an executive session at the end of the meeting to discuss the employment history of an individual. Referring to the Budget Summary Sheet, Mrs. Sady explained the .4's had decreased because the appropriation of the grant funds for the 2002, 2003 and 2004 proceedings books had been included in the 2006 amended budget.

Motion was made by Mr. VanNess, seconded by Mr. Kenny and carried unanimously approving the 2007 Clerk of the Legislative Board budget, authorize the Chairman to sign it and forward same to the Budget Officer.

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Privilege of the floor was extended to Paul Dusek, County Attorney, who distributed copies of his 2007 proposed Law (County Attorney) budget (A.1420), copies of same are on file with the minutes.

Mr. Dusek explained he requested \$412,741 for 2007 compared to \$437,296 appropriated in 2006, a decrease of \$24,555. He asked the committee to consider his two requests relating to salary increases for the two assistant attorneys within his department considering their workload and keeping the salaries competitive. Furthermore, he had contemplated asking the committee to consider an increase in his salary but was not prepared to request anything above the 3%.

With respect to the .2's, Mr. Dusek apprised they had decreased as the new furniture and office equipment had been purchased in 2006. Referring to the .4's, he said there were significant increases in supplies, postage and advertising related to the foreclosure actions. Mr. Dusek related new legislation had passed for all foreclosure actions requiring two types of mailings to all owners and interested property owners, i.e. judgment creditors,

mortgagors; therefore they estimated the postal cost would probably double. According to the Budget Summary Sheet, Mr. Dusek noted the totals were driven by the foreclosure actions.

Motion was made by Mr. VanNess, seconded by Mr. Kenny and carried unanimously approving the Law (County Attorney) budget, authorize the Chairman to sign it and forward same to the Budget Officer.

Mr. Dusek exited the meeting.

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Privilege of the floor was extended to Mary Beth Casey, Commissioner of the Board of Elections, who distributed copies of the agenda as well as the 2007 proposed budget, copies of same are on file with the minutes.

Commencing with Item 1 of the agenda, Mrs. Casey stated the grant applications had been submitted and were being reviewed with the State Board of Elections. While no one in her department had ever prepared a grant application in the past, she said they did it to the best of their ability and would be forthcoming with any necessary information.

Continuing on with Item 2, Mrs. Casey apprised the time frame was much later than they anticipated for certification and bidding. Currently the vendors had submitted equipment to the NYS Board of Elections for certification and was in the process of being tested; therefore, she said, they would not be allowed to order equipment until December 31, 2006 the deadline pursuant to the Court Order. Based on this delay, she mentioned she anticipated taking possession of the new voting equipment in July of 2007 and would immediately commence voter education. Upon the final decision of a particular voting machine, she said she hoped to receive information from the vendor within 30 days of placing the order so they could begin the process of educating the public and inspectors.

Mrs. Casey apprised the Warren County Board of Elections had purchased a voting system to be utilized for the September primary and November election for the physically challenged people that cost approximately \$5,700. She added this was not a system that could be utilized a second time except if other counties chose the Avante voting system, then it could be recertified and sold. Mrs. Casey said an election would be held at the Independent Living Center for persons who were physically challenged and chose to vote independently and machine custodians employed by other Independent Living Centers would be present. She emphasized that if a physically challenged individual necessitated full access of an audio voting system, it would take 45 minutes per person. Mr. Montfort added the \$5,700 only included the ballot marking device that created the ballot but the

Court Order required them to provide this system. In response to Mr. Kenny's question, Mr. Montfort replied they were unaware of the number of physically challenged people that would utilize this machine but documentation would be available after the primary and general election that would give the percentages.

Next year, Mrs. Casey apprised, they were obligated to have machines at each polling station for persons with physical challenges. She informed the committee they had consolidated polling sites in anticipation that the NYS Board of Elections would allow the County to utilize one machine for the physically challenged; however, at this time, they had not approved that suggestion. As commissioners, she said they were obligated to bring forth a suggested remedy to a potential 2½ hour delay at the polling sites. Mrs. Casey suggested purchasing additional machines to be utilized by the physically challenged in each of the 27 locations. Mr. Montfort added the New York State Board of Elections currently recommended two voting machines per district, which amounted to approximately 150 machines. Mrs. Casey apprised there was an Election Law provision that allowed them to forward information to the physically challenged voters allowing them to vote independently at an assigned district.

A general lengthy discussion ensued.

Mrs. Casey related a resolution was passed in 2005 that required the towns to reimburse Warren County \$1,200 per machine, but queried whose responsibility it was to prepare the invoices and Mrs. Parsons answered it was the responsibility of the Warren County Board of Elections to prepare the billing.

According to the 2007 Board of Elections (A.1450) budget proposal, Mrs. Casey requested \$483,246 compared to the 2006 appropriation of \$434,573, an increase of \$48,673. She explained they did not include any personnel changes or requests because it was their understanding that was independent of the budget.

Due to the growth within Warren County and the additional responsibilities, Mrs. Casey requested increasing the salaries for the two Deputy Commissioners from \$29,570 to \$39,000. After perusing through the Board of Election agenda and proposed budget, Mr. Kenny stated the Board of Elections had requested approximately \$117,000 in salary increases. Mr. VanNess added there was roughly a 100% increase in salaries between four people. Mrs. Casey responded included within the increase were 10 machine custodians who would be required to deliver voting machines before and after the election, as well as perform quarterly maintenance tests on all machines. She said the salary for the two Board of Election Commissioners was lower than most counties. Mr. Kenny queried how much the custodians were being paid and Mrs. Casey responded the custodians were being paid \$100 per machine and there were 70 machines and nine custodians. Mrs. Casey stated it was difficult to assess the amount of time a custodian would spend per machine when no decision had been made by the NYS Board of



Elections relative to a particular machine; however, the custodians would be paid by the hour. Mrs. Casey reminded the committee their office staff was comprised of salaried positions that were not compensated for overtime.

Mrs. Casey stated they were requesting part-time assistance within her department and noted for the past three years, part-time personnel had mistakenly been paid from the salaried employees line item (.110). She said in 2004 they had a \$9,000 shortfall and in 2005 they were short \$7,000 but they did not realize sufficient funds were not available because it was not shown in the correct budget code. In the past when additional help was needed, she said, they utilized the funds from their part-time budget and they were unaware it was being disbursed from the wrong line item. Therefore, she said, it was their intention to bring the "extra help" line item to a correct figure. In order to correctly budget for extra help, Mrs. Casey said they were requesting a total of \$15,000 in the 2007 Budget for this item.

In addition, Mrs. Casey stated they were requesting to establish two part-time senior clerk positions with an annual salary of \$11,648 who would perform general office/clerical duties.

Mr. Montfort discussed their department was mandated to purchase a server and two computers dedicated to ballot layout and voter counting functions, including pre and post election testing, shall not be capable of being networked; no modem, telecommunications nor wireless communication devices may be components of a voting system, and no other unapproved software may run at any time.

In response to the increase in the Deputy Commissioners salaries, Mr. VanNess commented they had requested an additional \$9,400 or a 31.3% increase in pay for one year. While he acknowledged the Deputy Commissioners would assume additional duties, he said he thought the increase was significant. Mrs. Casey noted in the past, they went with an arbitrary number. However, this year, Mrs. Casey explained, they compared the Deputy Commissioner's duties and responsibilities with other non-bargaining unit members within the County and she said this salary request was reasonable. Mr. Montfort commented a head custodian earned \$35,000 per year and their Deputy Commissioner only earned \$29,000. In addition, he commented there had never been a significant increase in salary so they could earn what other deputies and commissioners earn within the County. Mr. VanNess stated the request was higher than 31.3% because the current salary of \$29,570 included the standard 3% raise; therefore, he said, if they wanted to include the 3% raise, it became a 34.3% increase. Mrs. Casey said they derived the figures from the non-bargaining unit list of employees with comparable duties and responsibilities. Mr. Kenny stated the County Attorney requested the salary increases for the Assistant Attorneys be increased to \$55,000 and they had a law degree. Mr. VanNess recommended contacting other surrounding election commissioners to ascertain the salaries for Commissioners and Deputy Commissioners so the budget committee had some comparable data to work with.

Motion was made by Mr. Kenny, seconded by Mr. Mason and carried unanimously approving the Board of Election budget (A.1450), authorize the Chairman to sign it, and forward same to the Budget Officer.

Motion was made by Mr. Mason, seconded by Mr. Gabriels and carried unanimously, that executive session be declared pursuant to Sections 105 (e) and (f) of the Public Officers Law.

Executive Session was declared from 3:35 p.m. to 4:00 p.m.

Committee reconvened.

Mr. Sheehan noted that no action was taken during Executive Session.

There being no further business to come before the committee, on motion by Mr. Mason and seconded by Mr. Kenny, Mr. Sheehan adjourned the meeting at 4:01 p.m.

Respectfully submitted,

Debra L. Schreiber, Legislative Office Specialist